

Syllabi Checklist

COURSE NUMBER/SECTION: _____ SEMESTER/YEAR: _____

FACULTY NAME: _____

| Syllabus Topic |
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| 1. Course number, section number(s), Instructor's name, number of units, semester and year |
| 2. Section meeting day(s), time(s) and locations(s) |
| 3. Course content defined, consistent with course outline of record (CCCCD-U.F. 2008-11 Collective Bargaining Agreement Appendix X1.3.13.1.2). Official course outlines can be found at http://www.dvc.edu/org/info/schedules/course-outline.htm |
| 4. Instructor contact information available (office, email, office phone and office voice mail) (CCCCD-UF 2008-11 Collective Bargaining Agreement Appendix X1.3.13.1.2): |
| <p>5. Instructor office hours specified (days/times) (CCCCD-UF 2008-11 Collective Bargaining Agreement Article 7.8.1 and Appendix X1.3.13.1.2; CCCCCD-UF 2011-12 TA - # 7):</p> <p>FT faculty: 5 60-minute hours/week, scheduled no more than one and a one-half (1 ½) hour per day.</p> <p>PT faculty: PT faculty, at the member's option, may elect to serve the following office hours per week based on the following loads: .2-.399 load: ½ hr; .4-.599 load: 1 hr; .6-.67 load: 1.5 hrs (PT faculty must notify their division office according to specified timelines).</p> <p>FT and PT faculty: Up to one scheduled hour per week may be online. Faculty teaching on-line courses may hold also hold an additional scheduled portion of their office hours on-line in the same ratio as their on-line courses are to their total semester load.</p> <p>FT and PT faculty: Location for all official face-to-face office hours specified.</p> <p>FT and PT faculty: Method of contact for all official online office hours (eg. skype, webCT/blackboard, email, or other electronic means) specified.</p> <p>For online office hours, faculty must have and use a DVC email account.</p> |
| 6. Student evaluation criteria defined (cannot be based on attendance)(CCCCD-UF 2008-11 Collective Bargaining Agreement Appendix X1.3.13.1.2): |
| 7. Student grading standards defined (CCCCD-UF 2008-11 Collective Bargaining Agreement Appendix X1.3.13.1.2): |

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| <p>8. Official Course SLO's listed (ACCJC Standard II.A.6). Course SLOs are the Objectives Section from the Course Outline, http://www3.dvc.edu/org/info/schedules/course-outline.htm. Use the label 'Student Learning Outcomes' on the Syllabus and begin the list with the heading 'Students will be able to:' etc. This is new and follows ACCJC guidelines.</p> | |
| <p>HBA Syllabus Topic (Required by State Chancellor's Office)</p> <p><i>Only for courses with an HBA (hours by arrangement) component as described in the official course outline of record</i></p> | |
| <p>Syllabus includes the specific times when the TBA/HBA hours must be fulfilled.</p> | |
| <p>Syllabus includes the specific instructional activities to be conducted during TBA/HBA hours and how participation will be factored into final grade. These activities CANNOT include homework or activities that should be done independently outside of class time.</p> | |
| <p>Syllabus includes the specific location where the TBA/HBA hours will be fulfilled.</p> | |

Syllabus Best Practices*

1. Statement on Academic Honesty (reference DVC Procedure 4001.04 Academic Dishonesty).
2. Statement on any field trips or other meetings outside of normal classroom days/times and accommodations for those students who cannot attend.
3. Course Calendar or Schedule
 - Sequence of course topics with tentative (or firm) dates
 - Due dates for and nature of assignments, exams
 - Calendar of class activities
 - Readings (including optional) and other preparations
4. Statement on the instructor's policy for late work
5. Statement on the instructor's policy for absences.
6. Instructor's Course Policies
 - College-based policies (such as academic dishonesty – DVC Procedure 4001.04, expected behavior, etc)

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Legal opinion states that a failing grade can be assigned to a particular exam or assignment (not the course) in the case of academic dishonesty.

- Departmental policies
- Course-specific policies (such as attendance, dropping the class, missed exams, makeup work, collaborative work, use of technology, etc.) Reference DVC Catalog as appropriate
- Statement on Americans with Disabilities Act (ADA) accommodations
- All students must be enrolled – the college does not permit sitting in or auditing. All students must enroll prior to the deadline for late enrollment

7. List of required textbook(s) and any other required materials

8. List of add/drop/withdrawal dates for the section

9. The syllabus should be written in a way that welcomes students to the course, encouraging them to put forth their best efforts while making clear the instructor's expectations and guidelines

- The tone should be respectful and encouraging to students
- Tone communicates a helpful, positive attitude
- Tone is motivational and nonthreatening

10. Communication of High Expectations

- All students are expected to succeed in the course
- Belief that all students are capable of obtaining their educational goal
- Descriptions that empower all students to believe they can meet and excel at the course goals and objectives
- All students are expected to actively participate in classroom discussions and rigorous learning activities

Contact the DVC Professional Development Coordinator for sample syllabi